

Denton County Emergency Services District #1



Position Description: Fire Chief

Job Title:	FIRE CHIEF
Classification:	Salaried Exempt, uniform position
Reports Directly To:	Denton County ESD #1 Board of Commissioners

Request for Applicants

Denton County Emergency Services District #1 is seeking qualified applicants for the position of Fire Chief, following the retirement of the current Fire Chief after nearly thirty years of service to the District.

Vision

To be proactive and progressive in everything we do to provide the highest level of service to our community.

Mission

To serve the citizens of our district with qualified and dedicated professionals and to provide the most advanced fire and emergency medical services in our profession while being conservative with public funds entrusted to the district.

About the District

The Denton County Emergency Services District #1 (DCESD1) began as Argyle Volunteer Fire District (AVFD) in 1963 and was created by a group of local citizens after a house fire occurred in the community and no formal fire mitigation strategies were in place. In 2006, citizens voted and approved the creation of the DCESD1 to provide funding stability. The DCESD1 is governed by a Board of five Commissioners and is primarily funded from ad valorem taxes. The DCESD1 Fire Chief is responsible for the oversight and management of the fire department and emergency medical services including 45 full time personnel on a 48/96 work schedule. The Fire Chief is supported by an Assistant Chief, EMS chief, and an Administrative Assistant.

Located in Southwest Denton County (part of the Dallas-Ft. Worth Metroplex), the DCESD1 operates out of three fire stations that provides services to >42,000 residents within 65 square miles. The DCESD1 service area includes the towns of Argyle, Bartonville, Copper Canyon, Corral City/Draper, Lantana, Northlake, as well as surrounding areas of Denton County (i.e., unincorporated areas within the extraterritorial jurisdiction (ETJ) of each of these towns and one Special Utility District). Additionally, the DCESD1 has contracted response areas with the City of Denton and maintains mutual and automatic aid agreements with Flower Mound Fire Department, Roanoke Fire Department, and Justin Community Volunteer Fire Department.

The communities within the district have experienced unprecedented growth since 2018 and are projected to continue to grow exponentially in the next ten years. In 2021, the DCESD1 experienced its largest call volume to date with 3,178 total calls – a 28% increase over 2020. Of the 3,178 calls, 54% were EMS-related calls.

About the Position

The Fire Chief is a full-time exempt position. The Fire Chief will be appointed by, take direction from, and report to the District's Board of Commissioners.

Duties include, but are not limited to:

- Managing, strategic planning, and directing the activities of the Fire/EMS Department; enforcing ordinances and regulations relating to the fire prevention and code conducting investigation of fires and making plan reviews.
- Serving as liaison between other government agencies, the County, other Departments, and the media.
- Coordinating the training of Fire/EMS staff; reviewing emergency operation plans.
- Preparing budget requests and managing the budget; directing the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitoring and approving expenditures; directing the preparation of and implement budgetary adjustments, as necessary.
- Supervising employees; assigning projects and duties; directing activities at emergency scenes; and performing employee evaluations.
- Selecting, training, motivating, and evaluating personnel; providing or coordinating staff training; working with employees to correct deficiencies; implementing discipline and termination procedures.
- Responding to and resolving difficult and sensitive citizen inquiries and complaints.
- Community outreach with neighboring departments and representing the Fire District to include attending community meetings, and other events; preparing newsletters and similar publications.

Compensation & Benefits

The compensation and benefits for the Fire Chief include:

- A competitive salary commensurate with experience ranging between \$110-130k
- Health insurance (100% employee, 40% dependent, \$2,400 HSA, \$3k deductible for the individual and \$6k deductible for family)
- Retirement: 2-to-1 employee match to 14% up to IRS max
- Vacation: 1 week first year, 2 weeks at the third year
- Sick time: 1 week per year

Application

The application period shall begin **February 1st** and will conclude on **February 28th, 2022**. Interviews will be conducted during the month of March. The applicant will be chosen by April 1st with a May 1st start date in which the applicant will spend one month working with the current chief to learn about the district and their duties.

Individuals interested in applying for this position should apply online via the district's website www.dentoncountyesd1.gov . Please submit your resume, cover letter, list of three work-related references, and applicable certifications within the online application. For questions, please contact Megan Reynolds at MReynolds@DentonCountyESD1.gov or 940.368.7711.

Required

- 1) Minimum of 10 years of continuous full-time experience including increasingly responsible experience in firefighting and emergency medical services delivery with at least 5 years of fire administration experience, and supervisory/managerial experience at the Chief Officer level, or higher
- 2) Certified Paramedic by the Texas Department of State Health Services or ability to obtain
- 3) Master Firefighter certification from the Texas Commission on Fire Protection or ability to obtain
- 4) Fire Officer II
- 5) Instructor II
- 6) ICS 100, 200, 300, 400, 700, 800

Preferred

- 1) A Bachelor's degree is preferred in related field however, a combination of education and experience may be considered in lieu of a degree
- 2) National Fire Academy – Executive Fire Officer Program graduate
- 3) Hold designation as Chief Fire Officer from the Center for Public Safety Excellence (CPSE) (or obtainable)
- 4) ESD Experience
- 5) Inspector I and II
- 6) Fire Instructor III
- 7) Fire Officer III & IV
- 8) Graduate of the Texas Fire Chief Academy
- 9) Qualified as a TEEX Fire Service Chief Executive Officer

Conditions of Employment

Candidate must pass a criminal background check and meet the District's motor vehicle policy, and reside within 15 minutes of the District. The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required.